



福晟國際

**FULLSUN**

**FULLSUN INTERNATIONAL  
HOLDINGS GROUP CO., LIMITED**

**福晟國際控股集團有限公司**

(Incorporated in Bermuda with limited liability) (於百慕達註冊成立之有限公司)

**Stock Code 股份代號 : 627**

**STEPS TOWARDS  
GROWTH**  
穩中求進

**2018**  
**ENVIRONMENTAL,  
SOCIAL AND  
GOVERNANCE REPORT**  
環境、社會及管治報告

(For the nine months ended 31 December 2018)

(截至2018年12月31日止9個月)

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# 詞匯註釋

## DEFINITION OF TERMS

簡稱	釋義	Abbreviation	Definition
本公司	福晟國際控股集團有限公司	Company	Fullsun International Holdings Group Co., Limited
ESG報告	《環境、社會責任及管治報告》	ESG Report	Environmental, Social and Governance Report
福建福晟	福建福晟投資有限公司	Fujian Fullsun	Fujian Fullsun Investment Co., Ltd.*
福晟國際	福晟國際控股集團有限公司	Fullsun International	Fullsun International Holdings Group Co., Limited
本集團	福晟國際控股集團有限公司連同附屬公司	Group	Fullsun International Holdings Group Co., Limited and its subsidiaries
指引	上市規則附錄二十七《環境、社會及管治報告指引》	Guide	Environmental, Social and Governance Reporting Guide set out in Appendix 27 of the Listing Rules
湖南福晟	湖南福晟集團有限公司	Hunan Fullsun	Hunan Fullsun Group Co., Ltd.*
上市規則	香港聯合交易所有限公司證券上市規則	Listing Rules	The Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited
報告期間	2018年4月1日至2019年12月31日	Reporting Period	1 April 2018 to 31 December 2018
元	人民幣元	RMB	Renminbi Yuan
上海福晟	上海福晟置業有限公司	Shanghai Fullsun	Shanghai Fullsun Property Co., Ltd.*
聯交所	香港聯合交易所有限公司	Stock Exchange	The Stock Exchange of Hong Kong Limited

註：

在本報告中，除非另有說明外，在中華人民共和國註冊成立的公司的英文名稱翻譯僅供識別之用。

Note:

For the purpose of this report and unless otherwise specified, the English translation of the name of the companies incorporated in the People's Republic of China are used for identification purpose only.

# 概述

## OVERVIEW

福晟國際欣然呈獻本集團的ESG報告，以顯示本集團於截至二零一八年十二月三十一日止九個月的持續發展。本報告乃參考指引而編製。

環境、社會責任及管治對集團的未來非常重要，本集團也認識到營商模式對環境和社會影響深遠。本集團選擇本集團適用的關鍵績效指標並按照聯交所將指引提高至「不遵守就解釋」的要求編製本報告並予以披露，同時集團將持續對環境、社會責任及管治工作保持高度關注，將工作融入到日常營運中。

本報告概述了本集團的環境、社會責任及管治理念，集團核心業務於經濟、環境及社會方面的整體表現及工作亮點，以及短期與長遠而言將達成的計劃及目標。

本報告旨在讓股東、投資者（包括潛在投資者）及公眾人士能更全面深入地認識本集團的企業管治及文化。本集團樂意為社會承擔更多責任，務求維持股東權益與社會利益之間的平衡。報告中的數據來自集團正式文件和統計報告，以及根據集團相關制度由旗下集團提供的匯總及統計數據。

Fullsun International is delighted to present its ESG Report to demonstrate the Group's sustainable development for the nine months ended 31 December 2018. This report is prepared in accordance with the Guide.

Environment, social and governance are keys to the future growth of the Group, who also understands the far-reaching influence of our business model to the environment and the society. The Group has decided to use the key performance indicators applicable to the Group and prepared this report for disclosure purpose in accordance with the "comply or explain basis" as set out in the Guide. Besides, the Group will continuously pay great attention to the environment, social responsibilities and governance for the sake of integrating those works into our daily operations.

This report gives an overview of the environment, social responsibility and governance concepts of the Group, the overall performance and work highlights of the Group's core business in respect of economy, environment and society, as well as plans and goals to be achieved in the short and long run.

The purpose of this report is to enable shareholders, investors (including potential investors) and the public to have a more comprehensive and in-depth understanding of the Group's corporate governance and culture. The Group is willing to take more social responsibility, so as to maintain the balance between stockholders' equity and social interests. The data in this report is from the Group's official documents and statistical reports, and based on the aggregate data and statistics provided by the our subordinate groups under the relevant rules of the Group.

# 報告原則及參考標準

## REPORTING PRINCIPLES AND REFERENCE STANDARDS

### 報告範圍及關鍵性領域

本報告內容涉及本公司與旗下主要子公司的數據及資訊。環境類數據主要來源已覆蓋了本集團的重要住宅及商業項目及在其主要營運地點的環境、社會及管治表現。

本ESG報告的報告期間為2018年4月1日至2018年12月31日。本報告通過分析利益相關者關注的環境、社會及管治議題與本集團業務的相關性，來完成關鍵績效指標與一般披露指標所要求的內容。

### 報告原則及參考標準

本報告編寫重點參考聯交所發布的《環境、社會及管治報告指引》，力求ESG相關信息披露符合業界及國際通行標準。報告原則著重於以下四個方面：

- 重要性：有關環境、社會及管治事宜會對投資者及其他權益人產生重要影響，是本報告的核心內容。
- 量化：環境、社會及管治政策及管理系統的效益中涉及到的關鍵績效指標盡可能以量化數據的形式呈現，並附帶說明以闡述其目的及影響。
- 平衡：本報告客觀地呈報本集團的表現，避免可能會不恰當地影響報告讀者決策或判斷的選擇、遺漏或呈報格式。
- 一致性：使用一致的披露統計方法，令環境、社會及管治數據日後可作有意義的比較。

### SCOPE OF REPORTING AND KEY AREAS

This report covers the data and information of the Company and its major subsidiaries. The environmental data is mainly gathered from the environment, social and governance performance of the Group's material residential and commercial projects, and at its major workplaces.

The reporting period of this ESG Report is from 1 April 2018 to 31 December 2018. Through the analysis of the core relationship between the concerns of the stakeholders on the environment, social and governance issues and the business of the Group, this Report covers the content required under the key performance indicators and other general disclosure indicators.

### REPORTING PRINCIPLES AND REFERENCE STANDARDS

This report is prepared mainly with reference to the Guide, in order to disclose the ESG-related information which is complied with the general industry and international standards. The reporting principles emphasize the following four aspects:

- Materiality: the threshold at which environmental, social and governance issues become sufficiently important to investors and other stakeholders is the core content of this report.
- Quantitative: the key performance indicators involved in the effectiveness of environmental, social and governance policies and management systems may be presented in the form of quantitative data accompanied by a narrative, explaining its purposes and impacts.
- Balance: this report provides objective presentation of the Group's performance to avoid selections, omissions, or presentation format that may inappropriately influence report readers' decisions or judgments.
- Consistency: use consistent methodologies to allow for meaningful comparisons of ESG data over time.

## 環境 ENVIRONMENT

福晟國際持續堅持節能減排，推進綠色低碳發展，在2018年抓好重點領域節能，開展循環經濟，提高節能減排意識。本集團致力於將低碳發展理念滲入到每一個工作運營的環節中，採取切實可行的措施保護環境及回饋社會。本集團一直緊貼國際環保法例之發展，亦確保其環境政策不但在符合國際標準之情況下得以推行，同時亦確保其與全球同業步伐一致。

### 排放物

集團重視營運過程中產生的排放物管理。集團作為以房地產開發行業中領先的綜合性集團，在營運過程中未產生過量的有害及無害廢棄物。集團在開展業務過程中，涉及的有害廢棄物主要為打印機所用硒鼓及照明燈泡，無害廢棄物主要為廢紙。同時，該類廢棄物的回收均通過集團所在物業公司統一處理，集團以繳交租金／物業管理費的形式支付相關成本費用。

為避免排放物的產生，本集團主動推行不同的節能減排措施。例如推廣無紙化辦公，以減少紙張的使用，未用完或廢棄紙張循環利用等。集團使用以天然氣等清潔燃料為能源的燃氣空調，空調在使用過程中不涉及氟利昂及其替代品，不會污染大氣，具有高效、節能的特點。集團對於排放物的控制嚴格遵守國家相關法律。報告期間，本集團的排放值未違反《中華人民共和國環境保護法》、《中華人民共和國水污染防治法》、《中華人民共和國大氣污染防治法》、《中華人民共和國固體廢物污染環境防治法》等相關法律法規的要求。

Fullsun International adheres to energy saving and emission reduction and propels low carbon development. It had focused on the key areas of energy saving during 2018 for sustainable economy and arousing public's awareness on emission reduction. The Group strives to integrate the concept of low carbon development into every aspect of its operations for the purpose of protecting the environment as well as making contributions to the society through practicable measures. The Group always keeps abreast of the development of the international environmental protection laws and ensures that the implementation of its environmental policy is in compliance with the international standards and is at the same pace as its global peers.

### EMISSIONS

The Group places high emphasis on the management of emissions generated from the course of operation. As a leading conglomerate in real estate industry, our operation has never generated excessive hazardous and non-hazardous waste. During the course of our business, the hazardous waste mainly includes cartridges used in printers and lighting bulbs, while the non-hazardous waste is mainly waste paper. As for the recycling of hazardous waste, it is disposed uniformly through the property management companies to which the Group pays the rentals/management fee as the relevant cost.

To avoid generating emission, the Group has implemented various kinds of emission reduction measures such as paperless office to reduce the use of papers, and recycling use of unspent or waste papers, etc. The Group uses gas-fired air-conditioners which rely on natural gas as energy for refrigeration instead of Freon or other alternatives to avoid air-pollution with high efficiency and low energy consumption advantages. The Group's control of emissions also strictly complies with relevant national laws. During the Reporting Period, the emission rate of the Group did not violate the requirements of the Environmental Protection Law of the People's Republic of China, Water Pollution Prevention and Control Law of the People's Republic of China, Atmospheric Pollution Prevention and Control Law of the People's Republic of China, Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste and other related laws and regulations.



## 資源使用

福晟國際努力營造珍惜資源的企業文化，通過植樹造林和節水宣傳推廣等系列活動，提高員工的環保意識，鼓勵員工積極參與和實踐環保承諾。集團亦於洗手間、電燈、空調、影印機附近張貼有宣傳標語，諸如「請珍惜每一滴水」、「隨手關燈、節約用電」、「珍惜森林，雙面使用」等。向員工提供有關減少能源使用、節約使用水資源的建議，以提高他們的環保意識，同時進一步改善辦公室整體環保表現。

## USE OF RESOURCES

Fullsun International strives to create a corporate culture of resource saving for the purpose of enhancing employees' awareness of environmental protection and encouraging them to actively participate in environmental protection activities like afforestation and water-saving publicity, etc. The Group also puts up posters near the restrooms, lights, air conditioners and photocopiers, such as "Save every drop of water", "Turn off the lights to save electricity" and "Cherish the forest through double-sided printing", etc., and provides employees with advices on the benefits of energy conservation and water saving so as to raise their awareness of environmental protection while further improving the overall environmental protection performance of the office.



節能標語  
Energy saving slogan



湖南福晟第四屆植樹活動  
The 4th Tree Planting Event of Hunan Fullsun

## 環境及天然資源

報告期內，福晟國際已遵守所有與環境及天然資源相關的法律法規，包括但不限於《建設項目環境保護管理條例》、《中華人民共和國環境影響評價法》、《建設工程勘察設計管理條例》、《建設工程施工場地文明施工及環境管理暫行規定》、《建築施工場地界環境噪音排放標準》和《聲環境質量標準》等。

福晟國際積極組織環境保護活動，區域公司湖南福晟在報告期內舉行了第四屆植樹活動，為保護環境、減少溫室效應出一份力。雖然本集團的業務性質對環境及天然資源(如：生物多樣性等)可能產生一定的影響，各個地區子公司的廢棄物均通過公司所在地物業公司統一處理，同時，項目工地廢棄物處理由項目工程總包方負責，因此本集團產生的廢棄物(除廢氣外)不會對環境造成直接的影響。本集團依然會時刻關注營運對環境可能產生的影響，若出現可能對環境及天然資源產生影響的情形，集團將制定針對性的措施以減輕可能帶來的危害。

## ENVIRONMENT AND NATURAL RESOURCES

Fullsun International has complied with all laws and regulations related to the environment and natural resources during the Reporting Period, including but not limited to the Regulations on the Administration of Construction Project Environmental Protection, the Law on Environmental Impact Assessment of the People's Republic of China, the Regulations on the Administration of Construction Engineering Survey and Design, the Interim Provisions on Civilized Construction and Environmental Management of Construction Sites, the Environmental Noise Emission Standards for Construction Site Area, and the Environmental Quality Standard for Noise.

Fullsun International has been proactively organizing environmental protection events. During the Reporting Period, the regional company Hunan Fullsun held its 4th Tree Planting Event to contribute to the protection of the environment and the alleviation of greenhouse effect. Although the Group's business nature may, to a certain extent, cause impacts on the environment and natural resources, such as the biodiversity, the waste of each regional subsidiary is uniformly disposed by local property management companies respectively and the waste in project sites is disposed by the main contractors of the projects. Accordingly, the waste generated by the Group (except exhaust gas) would not have a direct impact on the environment. The Group will continue to pay close attention to any possible environmental impact which may cause by our business operation. If there is any issue which may affect the environment and natural resources, the Group will formulate specific measures to alleviate any possible damage.



## 僱傭及勞工常規

## EMPLOYMENT AND LABOUR PRACTICES

「企，有人則企，無人則止。」集團美好願景的實現，離不開優秀人才的努力與追隨。本集團以「人才是決勝未來的重要法寶，人才儲備重於土地儲備」為宗旨，將人才戰略放在企業戰略的首位。為此在人才培養上，本集團積極「走出去，請進來」，聯繫參與各大高峰論壇、頂尖研修班、一流名校教育項目等，進行考察學習，從「智腦」身上汲取行業領先知識，學習先進技術，融合優秀理念。

本集團擁有「五福」人才培養體系，打造了一條「立體化、高運轉、多層次、全體系」的人才供應鏈。本集團透過結合「五福」人才培養體系，已初步形成了一套與人才梯隊相配套、與人才測評相結合、與人才培養相掛鉤的差異化激勵體系。同時，該體系以業績、管理能力、品德作為考核要點，力求真正做到激勵最為優秀的員工、吸引最為頂尖的精英，以組成強有力的福晟團隊，推動企業不斷向前發展。

對於本集團而言，人才戰略不僅優於土地戰略，戰略、人、錢、地四個維度更是決定福晟事業的四個維度。因此，為發揮多維度協同作用，助力集團實現從「量變到質變」的發展，本集團在其企業文化中一直倡導與員工共享。

“An enterprise booms with talents and is doomed without talents.” To realize our vision, efforts and support from talents are inevitable. Upholding its principles of “being a key to future success, talent pool outweighs land reserve”, the Group considers talents as the top priority of its corporate strategies. As such, in respect of talent development, the Group actively “reaches out to external talents and invite them in” by participating in major summit forums, top-level seminars, education projects of top-notch schools, etc., so as to observe and study, absorb the most updated industrial knowledge and the advance technologies from those “intelligent people”, and integrate excellent ideas.

The Group has adopted “Five-Luck” talent development scheme. The scheme have created a talent supply chain which is “tridimensional, highly efficient, multi-level and comprehensive”. Incorporating with this “Five-luck” talent development scheme, a differential incentive system has been set up, which could cope with our talent echelon, combine with talents assessment and link to talent cultivation. Besides, the system focuses on key assessment points including performance, management capacity and merits to truly motivate our best employees and attract elites with high caliber to team up for Fullsun for the sustainable development of the Group.

For the Group, in addition to talent strategy outweighing land strategy, four dimensions, namely, tactics, people, funds and land, play determining roles to the success of Fullsun. Hence, by leveraging on the multi-dimensional synergy, the Group has been able to achieve a change “from quantity to quality”. The Group is always encouraging sharing of the results with our staff as a part of our corporate culture.

## 僱傭

福晟國際把事業留人、平台留人、激勵機制留人作為集團的人才發展特色，以任人唯賢、唯能、唯績為晉升原則，本集團職位出現空缺時，鼓勵員工競爭上崗。

薪酬制度方面，依據本集團發展戰略和企業人力資源管理的特點，本集團切實推行「按勞分配、合理取酬」的以貢獻論酬分配原則制定薪酬。同時，遵循薪酬公平、動態和激勵性原則，結合本集團的實際運營情況，建立科學的工資保障制度和薪酬作業規範。

本集團積極促進僱傭過程中平等機會與多元化。集團於報告期內僱員總人數中女性佔比由去年約40%上升至約42%，福晟國際尊重女性的平等權益，同時積極為女性員工提供工作便利與福利，舉辦三八節活動關愛女性員工。



組織跑步活動  
Organization of marathon activity

## EMPLOYMENT

The Group retains talents by offering brighter career path, better development platform and more attractive incentives. Personal characters, capabilities and working performance are principles for promotion, which is one of the features of the Group's talent development. When vacancies occur within the Group, employees are encouraged to compete for promotion.

In respect of the emolument policy, according to the development strategies and the management of human resources, the Group has applied a principle of "offering performance-linked reasonable remuneration" to determine emoluments based on employees' contribution. Meanwhile, the Group has set up a scientific salary guarantee regulations and standard operation procedures for remuneration scheme to cater to the actual operating situation of the Group, based on the fair, dynamic and encouraging principles.

The Group has made positive efforts to promote equality and diversity during the recruitment process. The proportion of female in the total employees during the Reporting Period has raised from approximately 40% last year to approximately 42%. Fullsun International shows great respect to female's equal right, and also actively offers convenience and benefits to female employees, such as organizing activities on 8 March, the day of International Women's Day to show its caring for the female employees.



舉辦員工生日會  
Organization of staff birthday party

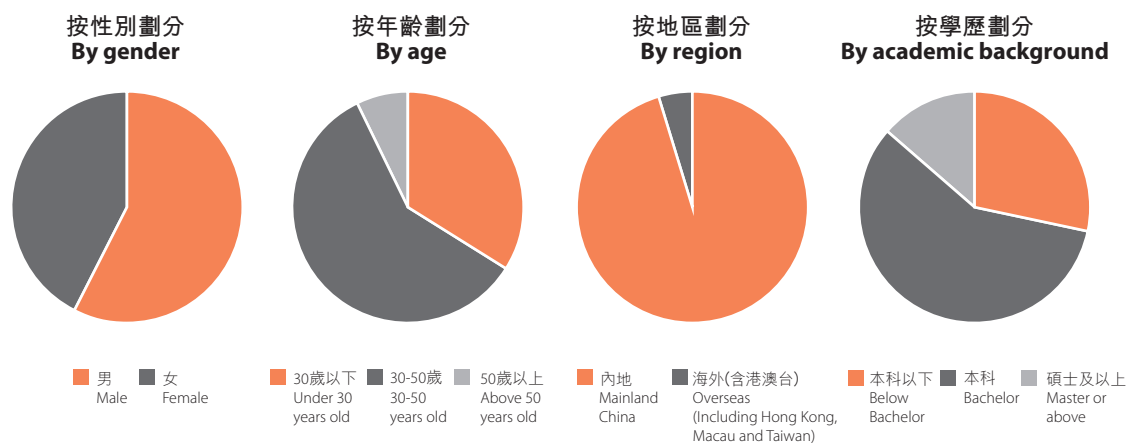
於報告期內，本集團並未發現任何與僱傭相關的法律及法規的重大違規事宜。集團嚴格遵守《中華人民共和國勞動法》、《中華人民共和國社會保險法》、《中華人民共和國婦女權益保障法》和《中華人民共和國工會法》等，集團亦嚴格遵守《僱傭條例》、《僱員補償條例》、《最低工資條例》等香港法例。人力資源部會定期查閱相關的法律法規，倘若相關的條文有更新，將會第一時間發通告予員工。如有需要，集團更會組織有關的會議培訓員工。

During the Reporting Period, the Group has no significant matters in violation with any laws and regulations related to employment. The Group strictly comply with the Labour Law of the People's Republic of China, the Social Insurance Law of the People's Republic of China, the Law on Protection of Women's Rights and Interests of the People's Republic of China and the Trade Union Law of the People's Republic of China. The Group also strictly complies with the regulations in Hong Kong including Employment Ordinance, Employees' Compensation Ordinance and Minimum Wage Ordinance, etc. The Human Resources Department reviews the relevant laws and regulations on a regular basis. If the relevant provisions are updated, the staff will be notified immediately. If necessary, the Group will organize relevant meetings to train the staff.

依照有關法律法規，本集團為合資格僱員就中國社保及香港強制性公積金計劃供款，亦在中國提供醫療保險、個人工傷保險、生育保險、養老保險及失業保險。

Pursuant to relevant laws and regulations, the Group provides contributions to social insurance of the China and contribution to the Mandatory Provident Fund Scheme of Hong Kong for eligible employees. The Group also provides employees in China with medical insurance, individual work injury insurance, maternity insurance, endowment insurance and unemployment insurance.

本集團員工僱傭情況(分類別)  
Breakdown of employees of the Group (by categories)



## 健康與安全

人力資源是本集團的寶貴資產，本集團為員工提供理想及安全的工作環境，不斷完善職業健康與安全的體系和制度，盡可能為員工提供更全面的防護措施，杜絕各類潛在的健康與安全風險。

報告期內，本集團未出現違反國家與安全工作環境相關的法律法規的行為。報告期內，湖南福晟例行安排了消防逃生演習，增強辦公區域員工的安全意識，防範安全風險。同時，為保障員工的身心健康，年度內為員工提供例行體檢，並組織經常性的體育鍛煉和娛樂活動。除了身體健康外，本集團還關注各級員工的心理健康與精神面貌，特制定了《福晟集團內部溝通管理辦法》，提倡「全員無障礙溝通」，鼓勵各級員工通過正式和非正式溝通的方式與上級領導溝通。集團要求各級管理者關注下屬員工的意見和情緒，營造融洽、暢通的溝通氛圍，不斷提高員工的滿意度。本集團每年均舉辦迷你馬拉松跑步、員工生日會、節日祝福、聯誼會等健康等不同的活動，關懷員工身心健康，提升員工工作投入程度。

福晟集團同樣關注施工現場環境安全，要求施工總包單位必須建立安全文明施工管理組織及管理制度。現場開工前，對所有進場工人進行「三級安全教育」的培訓，讓工人充分瞭解安全施工的必要性。同時，項目部安全人員每天對施工現場進行巡檢，施工單位每周進行一次制度性安全大檢查，每半月召開安全會議。對於施工現場不安全因素，做到及時排查，責任到人，確保每一位工人的現場施工安全。

## HEALTH AND SAFETY

Human resources is a valuable assets of the Group. To create an ideal and safe working environment for the employees, the Group has been unremittedly improving the occupational health and safety system and regime, and trying its best to provide a more comprehensive protection against all kinds of potential health and safety risks.

During the Reporting Period, the Group did not violate any national law and regulation in respect of safe working environment. During the Reporting Period, Hunan Fullsun arranged fire escape drill to arise staff's awareness of safety at workplace in order to avoid safety risk. Meanwhile, to ensure both the physical and psychological health of staff, routine body check, regular physical exercise and other recreational activities have been arranged. Apart from body health, the Group places attention to the mental health and spiritual care of staff at all positions. It has specially formulated "Fullsun Group Internal Communication Management Regulation" to advocate "barrier-free communication for all staff", encouraging staff at all positions to communicate with their superiors in a formal or informal way. All managers are required to consider the opinions and emotions of their subordinate employees to create a harmonious and seamless communication atmosphere for continuous improvement in employees' satisfaction. The Group arranges different activities such as mini marathon, staff birthday parties, festival celebrations and fellowships every year to show its care for the physical and mental health of all staff and enhance the level of their commitment.

Fullsun Group also concerns about the safety of the construction site and requires main contractor to establish management and organisation system for safe construction. Before commencement of construction, all workers must attend "Three-levels Safety Training" for full understanding of the needs of safe construction. In addition, daily on-site inspection will be carried out by safety personnel of the project, weekly systematic safety examination will be conducted by the construction unit and meetings for safety issues will be held every two weeks. Investigation will be conducted for any incident at the construction site, while the relevant workers will be accountable to ensure every staff are safe at the construction site.

報告期內，本集團並未發現任何與僱員健康與安全相關之法律及法規的重大違規事宜。集團嚴格遵守《國家安全生產法》、《建設工程安全生產管理條例》、《中華人民共和國工會法》、《中華人民共和國職業病防治法》、《工傷保險條例》和《中華人民共和國社會保險法》等法律法規。此外，集團已制定內部的安全管理制度，建立安全和事故管理方案以及安全責任制度，以確保制度及運營上能夠符合相關的法律及條例。

During the Reporting Period, the Group has no significant matters in violation of any laws and regulations related to employees' health and safety. The Group strictly abides by laws and regulations such as the State Administration of Work Safety Act, the Regulations on the Safety Production Management of Construction Projects, the Trade Union Law of the People's Republic of China, the Law on Prevention and Control of Occupational Diseases of the People's Republic of China, the Regulations on Industrial Injury Insurance and the Social Insurance Law of the People's Republic of China. In addition, the Group has established an internal safety management system, implemented a safety and accident management plan and a safety responsibility system for the company, to ensure the system and operation comply with relevant laws and regulations.

## 發展及培訓

福晟國際以人才培養為中心，以「團結、高效、廉潔、務實」的企業文化為基礎，遵循「實用性、有效性、針對性」的培訓原則，進行有計劃、有組織的培訓管理。本集團為每位新入職的員工提供入職培訓，同時本集團或部門會定期針對不同業務線的員工組織專業技能培訓（包括內訓、外訓），以提高業務水平和工作技能。

## DEVELOPMENT AND TRAINING

Considering talent development as its core vision, based on the corporate culture emphasising “unity, high efficiency, integrity and pragmatism” and adhering to the training principles of “practicability, effectiveness and target orientation”, Fullsun International exercises a well-planned, systematic training management. Induction trainings are arranged to every new staff of the Group and trainings, both internal and external, of special skills will also be provided to staff at different positions by the Group or departments in order to enhance performance level and working skills.

2018年，本集團基於現有培訓體系之下成立了福晟大講堂，是全新打造的一個高質量的知識分享平臺，旨在通過全方位、多角度、高頻次的分享交流，提升業務水平，凝聚企業力量，助力福晟人才發展。在福晟大講堂，每一位優秀福晟人都有機會登上這個舞臺，與大家分享自己在技術、運營、管理等方面的經驗與收穫。同時，福晟大講堂也會邀請業內達人，帶來他們的獨到見解。

In 2018, building on the existing training system, the Group established Fullsun Lecture Hall to create a brand new, high quality knowledge sharing platform for the purpose of increasing performance level, concerting corporate force and facilitating talent development through all-around, multi-perspectives and frequent sharings and communications. Every staff of Fullsun International is able to stand at the Lecture Hall to share their experience and results in different areas such as technical skills, operation and management, while Fullsun will invite industrial expertises to deliver speeches about their unique insights at the Lecture Hall.



新員工入職培訓(左圖)及員工專業技能培訓(右圖)

Induction trainings for new staff (left) and trainings of special skills for relevant staff (right)



## 勞工準則

福晟國際嚴格執行國家及地方關於勞動人事的法律法規，本著公平、公開、自願的原則招聘錄用員工，並自錄用之日起簽訂合法用工勞動合同，無強制使用勞工行為。集團設有婚假、喪假、產假、探親假和年休假，積極幫助員工達到健康的工作與生活平衡狀態。

報告期內，本集團未違反《中華人民共和國勞動法》、《僱傭條例(香港法例第57章)》、《未成年工特殊保護規定》、《禁止使用童工規定》等與防止使用童工或強制勞工相關的法律法規。

## LABOUR STANDARDS

Fullsun International has strictly complied with the national and local laws and regulations in relation to labour and human resources and recruitment is carried out based on fair, open and voluntary principles. Legal employment contract will be entered into on the commencement date of employment. Forced labours are strictly prohibited. The Group offers marriage leave, compassionate leave, maternity leave, family reunion leave and annual leave to encourage employees to achieve work-life balance.

During the Reporting Period, the Group has been in compliance with the laws and regulations in relation to the prevention of child labour or forced labour, including the Labour Law of the People's Republic of China, the Employment Ordinance (Chapter 57 of the Laws of Hong Kong), Provisions on the Special Protection of Juvenile Labour and the Provisions on Prohibition of Child Labour.



## 營運慣例 OPERATING PRACTICES

針對供應商、客戶所建立的管理體系、實行的管理措施，代表著本集團對企業運營直接相關環境及社會影響的有效管控。以完善的內部合規管理為基礎，本集團堅持杜絕一切形式的腐敗行為，逐步完善供應鏈管理，規範招標流程與權力職責劃分，提高供應商審核內容的全面性。同時增強與客戶的溝通，積極響應客戶要求，提高服務質量與服務成效，最大化對企業持續發展的促進作用。

### 供應鏈管理

集團在供應商的選擇及考核監管理方面秉承著極為嚴謹的態度，在選擇、評價供應商時嚴格按《供應商管理流程》進行並及時更新該制度，使之符合國家相關法規。供應鏈的管理是本集團各項管理工作中的一項重點領域，因其與產品質量及成本控制均有著極為緊密的關係，因此該項工作一直受到本集團的高度重視。

報告期內，本集團組織相關業務部門人員組成考察小組，對供應商進行現場考察。調查供應商的生產及供貨能力、產品質量及環保、管理狀況、人員素質、售後服務等情況，審核《供應商信息調查登記表》的有關資料，填寫相關考察意見及認證結果。在供應商評價與淘汰環節，本集團著重合作供應商的履約表現，從不同業務口徑對合作供應商資源庫中供應商的質量、進度、服務等方面進行評估，最後根據評估的綜合評分對供應商進行等級評定。

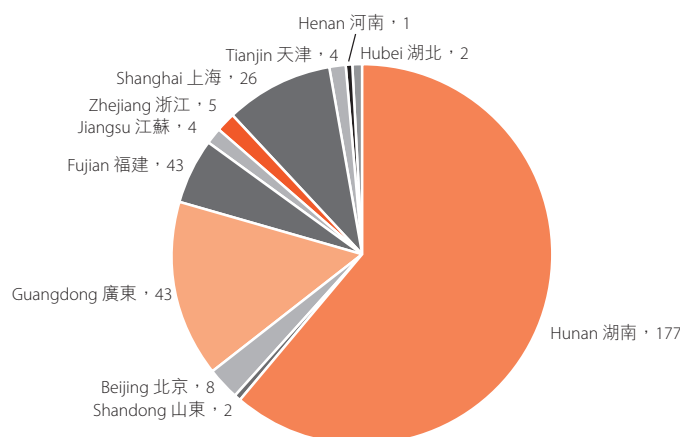
The management system and administrative measures specially for suppliers and customers demonstrates the Group's effective control on the impact on the environment and the society directly attributable to its business operation. Based on its sound internal compliance management, the Group strives to eliminate all forms of corruption, improve its supply chain management gradually, standardise the tendering procedure and division of power and responsibility, and facilitate a more comprehensive assessment on suppliers. In addition, the Group has strengthened the communication with its customers, actively responded to their needs, as well as improving service quality and effectiveness, so as to maximize its role in promoting corporate sustainable development.

### SUPPLY CHAIN MANAGEMENT

The Group takes a rigorous approach towards the management of suppliers selection and assessment. The selection and assessment of suppliers are strictly conducted in accordance with the Suppliers' Management Flow, which are revised timely in order to be complied with the relevant national regulations. Supply chain management is closely linked with product quality and cost control, therefore, it is a key area of the Group's management and has been highly emphasized.

During the Reporting Period, an inspection team comprising of members from relevant business departments has been formed to conduct site visits for suppliers' production and supply capabilities, product quality and the status of environmental protection and management, staff quality, after-sales services etc. The team will also review the related information under the "Suppliers' Information Survey Form" and fill in suggestions and results of inspection. At the assessment and shortlisting stage, placing the greatest concern on the performance of the suppliers, the Group will evaluate suppliers in the resource pool in terms of different aspect including their quality, working progress and services. To the end, the suppliers will be ranked according to their overall rating obtained by the assessment.

供應商地域分佈情況圖  
Distribution of suppliers by location



## 產品責任

本集團為增加工程質量管理強度，特制定了工程質量管理制度，以切實保證工程質量，完成既定質量目標。其中包括對承建商嚴格遵循合約要求及相關標準規範，驗收時嚴格遵循「三檢」制度（自檢、互檢、專檢）。同時在工程項目施工過程中，為確保現場監理部根據監理合同、監理大綱對施工質量進行「事前預控，事中控制」，制定監理管理及處罰制度。為項目配備總監、土建、安裝監理工程師、土建監理員、資料員等，確保項目工程保質保量的施工完成。

報告期內，本集團並未發現任何與產品及服務質量相關之法律及法規的重大違規事宜。

本集團致力於遵守國家關於保護知識產權的政策和法律法規。報告期內，本集團沒有收到關於維護及保障知識產權有關的呈報個案。

本集團致力於保護消費者隱私及相關資料，非相關工作人員無權查看客戶資料及信息。

報告期內，本集團沒有收到由於泄露客戶資料而引發的投訴及訴訟案件。

## 反貪污

本集團通過設置有效的職責分離，形成各司其職、各負其責、互相制約的工作機制防範貪污事件發生。同時通過在內控中心下設審計部，具體負責本集團的各項審計工作，對財務管理、各業務管控及內控制度的建立和執行情況進行內部審計監督，建立健全反舞弊機制，確定反舞弊的重點領域、關鍵環節和主要內容，並在內部審計過程中合理關注和檢查可能存在的貪污或洗黑錢行為。

集團嚴格遵守《中華人民共和國刑法》、《中華人民共和國刑事訴訟法》、《中華人民共和國反不正當競爭法》、《關於禁止商業賄賂行為的暫行規定》、《中華人民共和國反洗錢法》和《防止賄賂條例》等法律法規。

報告期內，未出現關於本集團或其僱員的貪污或洗黑錢情形。隨著業務的發展，本集團將進一步完善監督體系，為本集團可持續發展提供有力保障。

## PRODUCT RESPONSIBILITY

In order to strengthen the project quality management, the Group has established a specific system to ensure the project quality and completion of defined targets, under which includes strict requirements on contractors for compliance with contracts and relevant standards, as well as implementation of the "Three-Inspections" rule, i.e. "self-inspection, mutual inspection and professional inspection". During the course of construction,, according to the supervision contracts and the supervision outlines, certain administrative measures and penalties have been imposed to make sure that "beforehand and concurrent control" is carried out by onsite supervision departments. Project directors, civil engineers, installation supervision engineers, civil construction inspectors, and document keepers, etc., are dispatched to the projects to ensure completion of the project with high quality and quantity.

During the Reporting Period, the Group has no significant matters in violation of any laws and regulations related to products and quality of services.

The Group strives to comply with the relevant national policies, laws and regulations in relation to protection of intellectual property rights. During the Reporting Period, the Group did not receive any reported case regarding maintenance and protection of intellectual property rights.

The Group strives to protect privacy and the relevant information of the consumers. Non-related person shall have no access to the customers' information.

During the Reporting Period, the Group did not receive any complaint and litigation case caused by disclosure of customers' information.

## ANTI-CORRUPTION

The Group prevents the occurrence of corruption through effective division of responsibilities, under which, each shall perform his own functions subject to accountability and restrictions. It also set up an audit department under internal control center to specifically take over all audit work of the Group, and conduct an internal review and supervision on the financial management, operation control and the establishment and implementation of the internal control system. A sound anti-corruption mechanism has been set up to identify key areas, important parts and main content of anti-corruption, so as to arise awareness to a reasonable extent to, and examine any corruption or money laundering which may exist during the course of internal audit.

The Group strictly complied with the Criminal Law of the People's Republic of China, the Criminal Procedure Law of the People's Republic of China, the Anti-Unfair Competition Law of the People's Republic of China, the Interim Provisions on Prohibiting Commercial Bribery, the Anti Money Laundering Law of the People's Republic of China and also the Prevention of Bribery Ordinance of Hong Kong, etc.

During the Reporting Period, the Group or its employees did not record any corruption or money laundering case. Following the business developing, the supervisory system will be further improved to provide a strong protection to the sustainable development of the Group.

## 社區 COMMUNITY

福晟國際積極履行企業公民責任，鼓勵員工投入社會公益活動，在企業發展過程中，注重自身的社會責任與社區回饋。

Fullsun International takes the initiatives to fulfil corporate citizenship and encourage the staff to participate in social welfare activities. It places emphasis on its corporate social responsibility and social contribution during the course of corporate development.



員工參與志願者服務，進行街道掃雪除冰  
Employees participated in volunteer work of snow shoveling

## 社區投資

本集團積極組織並參與義務獻血、積極鏟雪、抗洪搶險等公益事務，提升員工參與社區服務的積極性，增強企業與社區之間的聯繫。

## COMMUNITY INVESTMENT

The Group has taken an active role in charitable activities such as blood donation, snow shoveling, flood-fighting and emergency rescues, etc., enhancing employees' motivation in participating in community services, so as to create a stronger linkage between the corporate and the community.



「福苗計劃」公益助學行動

"Care for Juvenile Scheme" – Education Sponsorship Action

報告期內，福晟國際與不同機構合作，為構建美好社會添磚加瓦。2018年8月，「福苗計劃」助學行動由長沙市廣州商會、湖南福晟共同打造，旨在資助家境困難、品學兼優的優秀學生，幫助他們度過困難、完成學業。到目前為止，桂東縣內共有21名品學兼優的寒門學子受惠於「福苗計劃」。本集團也將持續不斷地將「福苗計劃」堅持下去，讓公益成為一種擔當，讓助學成為一種常態，幫助更多的孩子圓夢求學之路。

During the Reporting Period, Fullsun International cooperated with various organizations so as to contribute for a better society. In August 2018, an education sponsorship, "Care for Juvenile Scheme" was organized jointly by Guangzhou Chamber Of Commerce in Changsha City and Hunan Fullsun with an aim to provide subsidies to students who are excellent in both character and academic results but in poverty, helping them overcome difficulties and complete their studies. Until now, a total of 21 students had been benefited from the "Care for Juvenile Scheme" in Guidong County. The Group will provide on-going support to this Scheme to promote public welfare as a commitment and education sponsorship as a common practice, in order to allow more children to have their dreams of further study come true.

企業是社會財富的創造者，也是社會責任的忠實履行者。福晟國際將會長期堅持向需要幫助的學子們捐贈助學，把愛心助學活動當成弘揚傳統美德，傳承企業文化的事業來做，以實際行動履行一個企業經營者神聖的社會使命。不忘初心，以愛前行。公益助學需要每一個人的力量，公益精神也需要傳承。在未來的時光裏，本集團將繼續踐行「福苗計劃」，發揚企業的文化，用愛心守護更多孩子圓夢求學。

Not only does a corporate being a creator of social wealth, but also a faithful party to perform social responsibilities. By persistently granting donation and sponsorship to children in need, Fullsun International will participate charity activities for the sake of promoting this traditional virtues and inheriting corporate culture, enabling us to accomplish the social mission as a corporate operator through practical acts. "Stay True to our Faith, Go ahead with Love". Strength of every individual is a must for supporting education sponsorship, and also help pass on the spirit of charity. In the future, the Group will continue to carry out the "Care for Juvenile Scheme" and promote the corporate culture, so that more children can have their dreams of further study come true.

# 企業社會責任表現概述

## CORPORATE SOCIAL RESPONSIBILITY PERFORMANCE OVERVIEW

### 主要範疇、層面、一般披露及關鍵績效指標

Subject areas, aspects, general disclosure and key performance indicators ("KPIs")

### 披露位置、指標數值及備註

Locations of Disclosure, Indicator Values and Remarks

#### A. 環境

#### A. ENVIRONMENT

##### 層面A1：排放物

##### Aspect A1 : Emissions

##### 一般披露

##### General Disclosure

有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的：

- (a) 政策；及
- (b) 遵守對發行人有重大影響的相關法律及規例的資料

Information on:

- (a) the policies; and
- (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste

基於管理模式，本集團的部分廢棄物由物業統一管理，且並不涉及重大廢氣、廢水、有害廢棄物排放，其重大氣體排放為營運過程中使用由天然氣或汽車燃料造成的溫室氣體排放；公司對於節能的具體政策可參考本報告「4.環境」中相關描述。

報告期內，本集團未出現違反國家與排放物相關的法律法規的行為。

Based on the model of management, part of the waste treatment is provided by the Group's property management company of the related property and no material disposal of waste gas, waste water and hazardous waste is involved. The material disposal of waste gas is the greenhouse gas produced by natural gas or car fuel burning during the course of our operation. For specific policies of energy conservation, please refer to the relevant descriptions set out under "4. The Environment" of this Report.

During the Reporting Period, the Group did not record any act which was non-compliance with the national laws and regulations relating to emissions.

##### 指標A1.1

##### KPI A1.1

排放物種類及相關排放數據

Types of emissions and respective emissions data

氮氧化物(NO<sub>x</sub>)：8.68千克  
 硫氧化物(SO<sub>x</sub>)：0.19千克  
 顆粒排放：0.39千克  
 Nitrogen oxides (NO<sub>x</sub>): 8.68 kg  
 Sulphur oxides (SO<sub>x</sub>): 0.19 kg  
 Particulate emissions: 0.39 kg

##### 指標A1.2

##### KPI A1.2

溫室氣體總排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)  
 Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility)

二氧化碳(CO<sub>2</sub>)排放量合計84.86噸  
 Total carbon dioxide (CO<sub>2</sub>) emissions: 84.86 tonnes

##### 指標A1.3

##### KPI A1.3

所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)  
 Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility)

0.16噸(硒鼓、燈泡)  
 0.16 tonnes (toner and bulb)

註：2018年由於年報期間為2018年4月-12月，較去年自然月少三個月，故部分數值較去年低。數據參照《係數指標指引》及集團運營當地指標進行收集與計算。

Note: The annual reporting period of the year 2018 was from April to December 2018, which was three months shorter than last year, therefore, some values were lower than last year. The data were collected and calculated based on "Coefficient Indicator Guide" and the indicators of the locations where the Group are operating.



主要範疇、層面、一般披露及關鍵績效指標

Subject areas, aspects, general disclosure and key performance indicators (“KPIs”)

披露位置、指標數值及備註

Locations of Disclosure, Indicator Values and Remarks

指標A1.4 KPI A1.4	所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算) Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility)	0.5噸(廢紙) 0.5 tonnes (waste paper)
指標A1.5 KPI A1.5	描述減低排放量的措施及所得成果 Description of measures to mitigate emissions and results achieved	參見本報告「排放物」中相關描述。 Please refer to the relevant descriptions set out under “Emissions” of this Report.
指標A1.6 KPI A1.6	描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果 Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved	本集團的廢棄物均由營運所在物業(大廈/園區)統一處理。 The Group’s waste treatment is provided by the property management company of our operating centres (a building/a zone)
層面A2：資源使用 Aspect A2：Use of Resources		
一般披露 General Disclosure	有效使用資源(包括能源、水及其他原材料)的政策 Policies on efficient use of resources including energy, water and other raw materials	參見本報告「資源使用」中相關描述。 Please refer to the relevant descriptions set out under “Use of Resources” of this Report.
指標A2.1 KPI A2.1	按類型劃分的直接及/或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算) Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility)	電力消耗量：18,204千瓦時 天然氣消耗量：17,896立方米 汽油：6噸 柴油：不適用 Electricity consumption: 18,204 kWh Natural gas consumption: 17,896 m <sup>3</sup> Gasoline: 6 tonnes Diesel: Not applicable
指標A2.2 KPI A2.2	總耗水量及密度(如以每產量單位、每項設施計算) Water consumption in total and intensity (e.g. per unit of production volume, per facility).	用水量：1,567噸 Water consumption: 1,567 tonnes
指標A2.3 KPI A2.3	描述能源使用效益計劃及所得成果 Description of energy use efficiency initiatives and results achieved	本集團主要使用燃氣空調，以天然氣為能源的綠色製冷空調系統，符合環保要求。不用氟利昂或其他替代品，不會污染大氣，有利城市的生態環境的改善。具有高效、節能的特點。同時推廣無紙化辦公，以減少紙張的使用；未用完或廢棄紙張循環利用。 The Group mainly uses gas air conditioning which relies on natural gas for refrigeration to satisfy the environmental protection requirements. Without using Freon or other alternatives will cause no pollution to the atmosphere and will help improve the eco-environment of the urban city by high-efficient, low energy consumption advantages. Meanwhile, paperless office has been advocated to reduce the use of paper and recycle unutilized paper or waste paper.



主要範疇、層面、一般披露及關鍵績效指標

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Locations of Disclosure, Indicator Values and Remarks

<b>指標A2.4</b> <b>KPI A2.4</b>	<p>描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果</p> <p>Description of whether there is any issue in sourcing water, water efficiency initiatives and results achieved</p>	<p>向員工開展節水宣傳教育，提高全員節水意識。</p> <p>Water saving principle has been promoting to the staff to increase their water saving awareness.</p>
<b>指標A2.5</b> <b>KPI A2.5</b>	<p>製成品所用包裝材料的總量（以噸計算）及（如適用）每生產單位佔量</p> <p>Total packaging material used for finished products (in tonnes), and if applicable, with reference to per unit produced</p>	<p>本集團所涉及業務並未進行製成品包裝工作，無需使用包裝材料。</p> <p>Packaging of finished products is not involved in the operation of the Group, thus packaging material is not necessary.</p>

層面A3：環境及天然資源

Aspect A3：The Environment and Natural Resources

<b>一般披露</b> <b>General Disclosure</b>	<p>減低發行人對環境及天然資源造成重大影響的政策</p> <p>Policies on minimising the issuer's significant impact on the environment and natural resources</p>	<p>參見本報告「環境及天然資源」中相關描述。</p> <p>Please refer to the relevant descriptions set out under "The Environment and Natural Resources" of this Report.</p>
<b>指標A3.1</b> <b>KPI A3.1</b>	<p>描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動</p> <p>Description of the significant impacts of activities on the environment and natural resources and actions taken to manage them</p>	<p>本集團的業務性質對環境及天然資源（如：生物多樣性等）並沒有重大的影響。但公司將會時刻關注營運對環境可能產生的影響，若出現可能對環境及天然資源產生影響的事項，將制定針對性的措施以減輕可能帶來的危害。</p> <p>The business nature of the Group causes no material impact on the environment and natural resources (e.g. biodiversity), but the Company will always be aware of any possible impact which may cause by the operation. If any issue incurred which may cause impact to the environment and the natural resources, specific measures will be formulated to alleviate any possible damages.</p>

主要範疇、層面、一般披露及關鍵績效指標

Subject areas, aspects, general disclosure and key performance indicators ("KPIs")

披露位置、指標數值及備註

Locations of Disclosure, Indicator Values and Remarks

**B. 社會**

**B. Social**

**僱傭及勞工常規**

**Employment and Labour Practices**

**層面B1：僱傭**

**Aspect B1：Employment**

**一般披露**

**General Disclosure**

有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的：

- (a) 政策；及
- (b) 遵守對發行人有重大影響的相關法律及規例的資料

Information on:

- (a) the policies; and
- (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare

參見本報告「僱傭」中相關描述。

Please refer to the relevant descriptions set out under "Employment" of this Report.

**指標B1.1**

**KPI B1.1**

按性別、僱傭類型、年齡組別及地區劃分的僱員總數

Total workforce by gender, employment type, age group and geographical region

員工總數：194

**按性別劃分：**

男：112；女：82

**按僱傭類型劃分：**

勞務合同：194；勞務派遣：0；退休返聘：0

**按年齡劃分：**

30歲以下：66；30-50歲：114；50歲以上：14

**按地區劃分：**

中國內地：185；海外(含港澳台)：9

Total number of employees: 194

**By gender:**

Male: 112; Female: 82

**By employment type:**

Labour contract: 194; labour dispatch: 0;

rehiring after retirement: 0

**By age group:**

Below 30 years old : 66; 30-50 years old : 114; above 50 years old: 14

**By geographical region:**

Mainland: 185; overseas (including Hong Kong, Macau and Taiwan): 9

主要範疇、層面、一般披露及關鍵績效指標

Subject areas, aspects, general disclosure and key performance indicators ("KPIs")

披露位置、指標數值及備註

Locations of Disclosure, Indicator Values and Remarks

<b>指標B1.2</b> <b>KPI B1.2</b>	按性別、年齡組別及地區劃分的僱員流失比率 Employee turnover rate by gender, age group and geographical region	員工流失率：12.37% <b>按性別劃分：</b> 男：62.50%；女：37.50% <b>按年齡劃分：</b> 30歲以下：20.83%；30-50歲：79.17%；50歲以上：0.00% <b>按地區劃分：</b> 大陸：100%；海外(含港澳台)：0% Employee turnover rate: 12.37% <b>By gender:</b> Male: 62.50%; female: 37.50% <b>By age group:</b> Below 30 years old : 20.83%; 30-50 years old : 79.17%; above 50 years old : 0.00% <b>By geographical region:</b> Mainland: 100%; overseas (including Hong Kong, Macau and Taiwan): 0%
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層面B2：健康與安全

Aspect B2 : Health and Safety

<b>一般披露</b> <b>General Disclosure</b>	有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料 Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards	參見本報告「健康與安全」中相關描述。 Please refer to the relevant descriptions set out under "Health and Safety" of this Report.
<b>指標B2.1</b> <b>KPI B2.1</b>	因工作關係而死亡的人數及比率 Number and rate of work-related fatalities	0
<b>指標B2.2</b> <b>KPI B2.2</b>	因工傷損失工作日數 Lost days due to work injury	0
<b>指標B2.3</b> <b>KPI B2.3</b>	描述所採納的職業健康與安全措施，以及相關執行及監察方法 Description of occupational health and safety measures adopted, how they are implemented and monitored	本集團已通過了職業健康安全管理體系認證，並每年為員工安排了職業健康安全檢查。 The Group has obtained certificate in relation to occupational health and safety management system, and arranges occupational health and safety examination for all staff annually.

主要範疇、層面、一般披露及關鍵績效指標

**Subject areas, aspects, general disclosure and key performance indicators (“KPIs”)**

披露位置、指標數值及備註

**Locations of Disclosure, Indicator Values and Remarks**

層面B3：發展及培訓

**Aspect B3 : Development and Training**

<b>一般披露</b> <b>General Disclosure</b>	有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動 Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities	參見本報告「發展及培訓」中相關描述。 Please refer to the relevant descriptions set out under “Development and Training” of this Report.
<b>指標B3.1</b> <b>KPI B3.1</b>	按性別及僱員類別(如高級管理層、中級管理層等)劃分的受訓僱員百分比 The percentage of employees trained by gender and employee category (e.g. senior management, intermediate management)	員工培訓覆蓋率：100% <b>按性別劃分：</b> 男：100%；女：100% <b>按員工類別劃分：</b> 高級管理層：100%；中級管理層：100%；普通員工：100%。 Percentage of trained employees: 100%. <b>By gender:</b> Male: 100%; female: 100%. <b>By employee category:</b> Senior management: 100%; intermediate management : 100%; general staff: 100%.
<b>指標B3.2</b> <b>KPI B3.2</b>	按性別及僱員類別劃分，每名僱員完成受訓的平均時數 The average training hours completed per employee by gender and employee category	23小時 23 hours

主要範疇、層面、一般披露及關鍵績效指標

Subject areas, aspects, general disclosure and key performance indicators ("KPIs")

披露位置、指標數值及備註

Locations of Disclosure, Indicator Values and Remarks

層面B4：勞工準則

Aspect B4 : Labour Standards

<p>一般披露 General Disclosure</p>	<p>有關防止童工或強制勞工的：</p> <p>(a) 政策；及</p> <p>(b) 遵守對發行人有重大影響的相關法律及規例的資料</p> <p>Information on:</p> <p>(a) the policies; and</p> <p>(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour</p>	<p>參見本報告「勞工準則」中相關描述。</p> <p>Please refer to the relevant descriptions set out under "Labour Standards" of this Report.</p>
<p>指標B4.1 KPI B4.1</p>	<p>描述檢討招聘慣例的措施以避免童工及強制勞工</p> <p>Description of measures to review employment practices to avoid child and forced labour</p>	<p>參見本報告「勞工準則」中相關描述。</p> <p>Please refer to the relevant descriptions set out under "Labour Standards" of this Report.</p>
<p>指標B4.2 KPI B4.2</p>	<p>描述在發現違規情況時消除有關情況所採取的步驟</p> <p>Description of steps taken to eliminate child and forced labour practices when discovered</p>	<p>員工休息區設有意見箱，供員工反饋意見，意見將直接反饋至總經理，總經理將針對違規事項派專人調查核實，對於違規現象予以處罰。本集團在本報告期內未發生過違規事項。</p> <p>Suggestion boxes are placed at the staff's lounges to allow feedbacks from the staff. All feedbacks will be directly submitted to the General Manager, who will assign designated personnel to investigate and verify the non-compliance issue and impose penalty to the parties involved. The Group did not record any non-compliance for the Reporting Period.</p>

主要範疇、層面、一般披露及關鍵績效指標

**Subject areas, aspects, general disclosure and key performance indicators (“KPIs”)**

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營運慣例

**Operating Practices**

層面B5：供應鏈管理

**Aspect B5：Supply Chain Management**

<b>一般披露</b> <b>General Disclosure</b>	管理供應鏈的環境及社會風險政策 Policies on managing environmental and social risks of the supply chain	參見本報告「供應鏈管理」中相關描述。 Please refer to the relevant descriptions set out under “Supply Chain Management” of this Report.
<b>指標B5.1</b> <b>KPI B5.1</b>	按地區劃分的供應商數目 Number of suppliers by geographical region	<p><b>按地區劃分(個)：</b></p> <p>湖北：2 湖南：177 山東：2 北京：8 廣東：43 福建：16 江蘇：4 浙江：5 上海：26 天津：4 河南：1</p> <p><b>供應商合計：288</b></p> <p><b>By geographical region:</b></p> <p>Hubei: 2 Hunan: 177 Shandong: 2 Beijing: 8 Guangdong: 43 Fujian: 16 Jiangsu: 4 Zhejiang: 5 Shanghai: 26 Tianjin: 4 Henan: 1</p> <p><b>Total number of suppliers: 288</b></p>
<b>指標B5.2</b> <b>KPI B5.2</b>	<p>描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法</p> <p>Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored</p>	參見本報告「供應鏈管理」中相關描述。 Please refer to the relevant descriptions set out under “Supply Chain Management” of this Report.



主要範疇、層面、一般披露及關鍵績效指標

Subject areas, aspects, general disclosure and key performance indicators ("KPIs")

披露位置、指標數值及備註

Locations of Disclosure, Indicator Values and Remarks

層面B6：產品責任

Aspect B6：Product Responsibility

<p>一般披露 General Disclosure</p>	<p>有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的：</p> <p>(a) 政策；及</p> <p>(b) 遵守對發行人有重大影響的相關法律及規例的資料</p> <p>Information on:</p> <p>(a) the policies; and</p> <p>(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress</p>	<p>參見本報告「產品責任」中相關描述</p> <p>Please refer to the relevant descriptions set out under "Product Responsibility" of this Report</p>
<p>指標B6.1 KPI B6.1</p>	<p>已售或已運送產品總數中因安全與健康理由而須回收的百分比</p> <p>Percentage of total products sold or shipped subject to recalls for safety and health reasons</p>	<p>0</p>
<p>指標B6.2 KPI B6.2</p>	<p>接獲關於產品及服務的投訴數目以及應對方法</p> <p>Number of products and service related complaints received and how they are dealt with</p>	<p>參見本報告「產品責任」中相關描述。</p> <p>Please refer to the relevant descriptions set out under "Product Responsibility" of this Report.</p>
<p>指標B6.3 KPI B6.3</p>	<p>描述與維護及保障知識產權有關的慣例</p> <p>Description of practices relating to observing and protecting intellectual property rights</p>	<p>參見本報告「產品責任」中相關描述。</p> <p>Please refer to the relevant descriptions set out under "Product Responsibility" of this Report.</p>
<p>指標B6.4 KPI B6.4</p>	<p>描述質量檢定過程及產品回收程序</p> <p>Description of quality assurance process and recall procedures</p>	<p>參見本報告「產品責任」中相關描述。</p> <p>Please refer to the relevant descriptions set out under "Product Responsibility" of this Report.</p>
<p>指標B6.5 KPI B6.5</p>	<p>描述消費者資料保障及私隱政策，以及相關執行及監察方法</p> <p>Description of consumer data protection and privacy policies, how they are implemented and monitored</p>	<p>參見本報告「產品責任」中相關描述。</p> <p>Please refer to the relevant descriptions set out under "Product Responsibility" of this Report.</p>

主要範疇、層面、一般披露及關鍵績效指標

Subject areas, aspects, general disclosure and key performance indicators (“KPIs”)

披露位置、指標數值及備註

Locations of Disclosure, Indicator Values and Remarks

層面B7：反貪污

Aspect B7：Anti-corruption

<p>一般披露 General Disclosure</p>	<p>有關防止賄賂、勒索、欺詐及洗黑錢的：</p> <p>(a) 政策；及</p> <p>(b) 遵守對發行人有重大影響的相關法律及規例的資料</p> <p>Information on:</p> <p>(a) the policies; and</p> <p>(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering</p>	<p>參見本報告「反貪污」中相關描述。</p> <p>Please refer to the relevant descriptions set out under “Anti-corruption” of this Report.</p>
<p>指標B7.1 KPI B7.1</p>	<p>於彙報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果</p> <p>Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases</p>	<p>0</p>
<p>指標B7.2 KPI B7.2</p>	<p>描述防範措施及舉報程序，以及相關執行及監察方法</p> <p>Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored</p>	<p>參見本報告「反貪污」中相關描述。</p> <p>Please refer to the relevant descriptions set out under “Anti-corruption” of this Report.</p>

主要範疇、層面、一般披露及關鍵績效指標

Subject areas, aspects, general disclosure and key performance indicators ("KPIs")

披露位置、指標數值及備註

Locations of Disclosure, Indicator Values and Remarks

社區

Community

層面B8：社區投資

Aspect B8：Community Investment

一般披露

General Disclosure

有關以社區參與來瞭解營運所在社區需要和確保其業務活動會考慮社區利益的政策  
Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities takes into consideration communities' interests

參見本報告「社區投資」中相關描述。  
Please refer to the relevant descriptions set out under "Community Investment" of this Report.

指標B8.1

KPI B8.1

專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)  
Focus areas of contribution (e.g. education, environment issues, demand for labour, health, culture, sports)

本集團關注運營所在社區的發展及需求，並從志願者活動、環境保護及貧困兒童資助等方面，對社會進行回饋。  
The Group cares about to the development and needs of the community where it is operating, and make contribution to the society in various aspects such as voluntary activities, environmental protection and providing subsidies to children in poverty.

指標B8.2

KPI B8.2

在專注範疇所動用的資源(如金錢或時間)  
Resources contributed to the focus areas (e.g. money or time)

集團捐贈金額4,800,000元。  
員工捐贈金額28,600元。  
志願者服務人次60人。  
志願者服務時長192小時。  
Donation by the Group: RMB 4,800,000.  
Donation by the staff: RMB 28,600.  
Number of volunteers: 60 persons.  
Number of hours of voluntary work done: 192 hours.

*Build for You*  
專築為你